

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Brenda O'Brien			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS Engineering Assist. for Wage Compliance, Prompt Payment, DBE Contract Requirements & Construction Contract Administration				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input checked="" type="checkbox"/> Prequalified Services – See page <u>4</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 4	PROPOSAL DUE DATE 2/20/07	TIME DUE 2:00pm
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Brenda J. O'Brien, P.E.
Engineer of Construction & Technology
P.O. Box 30049
Lansing Michigan, 48909

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

SCOPE OF SERVICES FOR “AS NEEDED” CONSTRUCTION SERVICES

CONTROL SECTION: NA

JOB NUMBER: NA

LOCATION: NA

WORK DESCRIPTION:

Provide experienced personnel for “as needed” Engineering Assistance and Technical expertise for the Construction & Technology Division, Bureau of Highway Delivery.

Full-time services will not be required at all times. This contract is for “as-needed” engineering services, based on the intermittent needs of the department. MDOT staff will submit requests to the Consultant’s point of contact. Every attempt will be made to submit requests at least one week prior to the need for personnel; however, it is expected that requests will be responded to within 48 hours.

The Consultant will provide an experienced State of Michigan registered professional engineer to perform the engineering services under the direction of the Project Manager or her designee.

WORK HOURS:

Total Anticipated Regular Hours = 2000

This could change depending on unanticipated needs of the Project Manager.

Work hours and assignments will be given to the Consultant staff by the Project Manager or other MDOT personnel from the Construction and Technology Division.

PRIMARY PREQUALIFICATION CLASSIFICATIONS:

Engineering Assistance

Technical Assistance

SECONDARY PREQUALIFICATION CLASSIFICATIONS:

None

ANTICIPATED START DATE: May 2007

ANTICIPATED COMPLETION DATE: Two years from the actual start date.

DBE REQUIREMENT: None

This solicitation may result in the selection of engineering services from one or more firms.

MDOT PROJECT MANAGER:

Brenda J. O'Brien, P.E.
Engineer of Construction & Technology
P.O. Box 30049
Lansing Michigan, 48909
Phone: 517-322-1085
Fax: 517-322-5664
E-mail: obrienbj@michigan.gov

BILLING NUMBER:

Work under this contract will be billed to the Construction and Technology Division; coding will be provided at the award of the contract. Project related work will be billed to the project.

The work location for the Consultant's staff will be in the Lansing Secondary Governmental Complex's Construction and Technology Building. MDOT will not pay mileage for the Consultant to travel to and from work. MDOT will reimburse the Consultant if their staff drives their personal vehicle on a specific work assignment. Direct expenses related to travel will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations.

GENERAL REQUIREMENTS:

- A. The Consultant shall furnish all services and labor necessary to conduct and complete the work for the services described herein. The Consultant will also furnish materials, equipment, supplies, and incidentals necessary to perform the services (other than those designated in writing to be furnished by the Department). The services will be performed to the satisfaction of the Department consistent with applicable professional standards.
- B. The Consultant's principal contact with the Department will be through the designated Project Manager, or her designee.
- C. The services described herein are financed with public funds. The Consultant will comply with applicable federal and state laws, rules, and regulations. The Consultant will perform field operations in accordance with MIOSHA regulations and accepted safety practices, and will provide and wear personal safety equipment in accordance with MDOT policy while on any work site.
- D. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the project construction contract, proposal, and plans; the standard specifications for construction and applicable publications referenced within; the Michigan Construction Manual; applicable special provisions; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- E. The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

- F. The Consultant will provide the necessary personnel to adequately perform the requirements of this contract.
- G. At the request of the Department the Consultant shall furnish any and all information or data relating to the services described herein. All work materials or products generated by the Consultant's staff while working for MDOT under this contract are the sole property of MDOT, and must remain with MDOT's Construction and Technology Division upon termination of this contract.
- H. The Consultant must demonstrate extensive knowledge and experience with MDOT construction administration processes, procedures and systems including the FieldManager suite of software. The Consultant must provide personnel assigned to the contract with lap top computers (or equivalent).
- I. MDOT will not pay any mileage for the Consultant to travel to and from work. MDOT will reimburse the Consultant if their staff drives their personal vehicle on a specific work assignment during regular business hours. Direct expenses related to travel will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations.

CONSULTANT RESPONSIBILITIES:

The Consultant will provide, to the satisfaction of the Department, engineering assistance and technical expertise in the area of prevailing wage compliance, prompt payment, DBE contract requirements, and construction contract administration processes and procedures. The Consultant will attend related meetings, as directed by the MDOT Project Manager.

A. Prevailing Wage Compliance

Prevailing wage compliance oversight may include, but is not limited to, the following:

1. Conduct project records reviews related to prevailing wage requirements. Coordinate with MDOT personnel, as needed.
2. Conduct minimum wage rate interviews which may include project site visits.
3. Review and evaluate contractor payroll records for contract compliance.
4. Document all results and prepare reports for review and approval of the Project Manager or designated representative.
5. Review prevailing wage laws and regulations and assist in developing procedures for prevailing wage compliance.
6. Coordinate with the Office of the Attorney General, the Office of Commission Audit, the Federal Highway Administration, the United States Department of Labor, and others, as necessary. This may include attending meetings and presenting findings and recommendations.
7. Attend meetings with project level personnel, region and central office personnel, and others as necessary.

B. Construction Contract Administration

1. Evaluate and document a review of central office, region, and TSC claim hearings conducted within the last five years. This review and documentation is to include a list of claim specifics including, but not limited to; the primary reasons (specification section) for each claim, results of the hearings, and an analysis of what MDOT can do to enhance its project plans, specifications, and other pertinent documents to avoid such issues in the future. The claim information will be furnished as available. Documentation gathering may be required. Prior to beginning this assignment, the Consultant shall prepare a schedule of tasks, estimated hours and deliverables for approval of the Project Manager or her designee.
2. Evaluate and document a review of contract extras and overruns above the State Administrative Board and the State Transportation Commission approval limits during the previous five years. This investigation will also include projects where the thresholds were not exceeded, but the project original pay item overages were individually over \$500,000. This review and documentation is to include a list of item specifics, including contract ID, monetary amount, and reason for the extra and/or overrun items, and an analysis of what MDOT can do to enhance our project plans, pay items, and specifications to avoid such issues in the future. The extra and overrun information will be furnished as available. Documentation gathering may be required for the extras and overruns, and will be required for original pay item overages. Prior to beginning this assignment, the Consultant shall prepare a schedule of tasks, estimated hours and deliverables for approval of the Project Manager or her designee.
3. Document a procedure for updating the MDOT Schedule of Liquidated Damages table 108-1 of the 2003 Standard Specifications for Construction per Code of Federal Regulations Title 23, Section 635.127. The procedure shall be documented so as to only require monetary and work hour values from MDOT. Prior to beginning this assignment, the Consultant shall prepare a schedule of tasks, estimated hours and deliverables for approval of the Project Manager or her designee.

C. DBE Contract Compliance and Prompt Payment

1. Resolve prompt payment issues by working with the Contractor Performance Evaluation Review Team, Construction and Technology Division personnel, project management, and others, as needed; this may involve projects with Consultant oversight and local agency projects.
2. Assist with DBE contract compliance issues, as needed. This may include project investigations, coordination with MDOT, FHWA, contractors and others to resolve issues related to DBE contract requirements.

MDOT RESPONSIBILITIES:

- A. The Project Manager will furnish the Consultant with project-specific construction contracts, proposals, plans, plan revisions, written instructions, manuals, procedures, guidance documents, and other information and/or data as deemed necessary for the services required herein.
- B. The Project Manager shall provide leadership and guidance for the project to assure that all tasks have been completed in conformance with all MDOT requirements and applicable standards.
- C. The Project Manager shall also determine whether the work performed to date by the Consultant for services rendered is reasonable and appropriate before approving the Consultant's requests for progress payments.
- D. Provide an MDOT workstation in the Construction and Technology Building and access to MDOT's Construction Administration System, or any other system required to perform the scope of services.

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

CONSULTANT PAYMENT:

All invoices/bills for services must be directed to the Department and follow the "then current" guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

This scope is for "as-needed" services, as such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of these hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%.

The hours billed for the Consultant's personnel assigned to this contract will not begin until the personnel reports to the Construction and Technology Building, unless they travel to a project site or TSC directly from their residence, then the hours will begin when they leave their residence. Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this contract. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent working on this contract in excess of 40 hours per person, per week. Any variations to this rule should be included in the price proposal submitted by the Consultant and must have prior approval by the MDOT Project Manager.